

# Metropolitan Asylums Board.

---

## MANUAL OF REGULATIONS

TO BE OBSERVED BY THE

### SUBORDINATE OFFICIALS

AT THE SEVERAL

## FEVER AND SMALLPOX HOSPITALS

Under the control of the Board.

---

*(Revised to May, 1882.)*

---

### SUPERINTENDENT OF DAY NURSES.

1. To go on duty at 7 a.m., and leave at 8 p.m., noting first that the Superintendent of Night Nurses is at her post.
  2. To obey the orders of the Medical Superintendent and of the Matron acting under his authority.
  3. To visit the Wards at such hours as the Medical Superintendent may from time to time direct; to see that the Patients are attended to, and to report in writing to the Medical Superintendent any neglect of duty on the part of any of the Nurses and Servants in charge of Patients.
- 

N.B.—By a General Order of the Local Government Board, dated the 22nd June, 1875, it was enacted: "That so much of Art. 74, No. 22 of the said Order (viz. that dated the 10th February, 1875), as renders the Steward subject to the control of the Medical Superintendent and liable to report to him, shall not, so far as regards Officers, Servants, or other persons not immediately connected with the care or custody of paupers, apply to any person now holding the office of Steward, unless the Board of Management otherwise direct."

4. To superintend the delivery of the Medicines, Stimulants, &c., for Patients.

5. To superintend the admission of Patients, and to see that they are taken to the Wards as directed by the Medical Superintendent or Assistant Medical Officer.

6. To see that a list of the property found upon each Patient is entered in a book to be provided for the purpose; the clothing, with counterfoil list pinned to it, being sent to the Disinfecting Room, and money, jewellery, and other articles of value being handed over to the Steward, who will give a receipt for the same.

7. To leave her Report with the Medical Superintendent when she comes off duty.

8. In every case of death, to superintend the washing, laying out, and shrouding of the corpse, to give orders for its removal to the mortuary; and to hand over to the Steward the "Bed Card," with the time of death correctly registered thereon, and also any stimulants which may have been left.

9. To see that all soiled and dirty linen be sent to the Patients' Laundry.

10. To preside at the Dinner Table and other meals.

11. To retire to her bedroom at 10 o'clock p.m., and to put out the gas and go to bed at 10.30.

12. The Superintendent of Day Nurses shall, as a rule, be accorded leave of absence every evening from 8 o'clock p.m. (subject to the Superintendent of Night Nurses coming on duty at that hour) to 10 o'clock p.m., and not less than one day's holiday every month.\*

13. Annual leave—not less than fourteen days.

### SUPERINTENDENT OF NIGHT NURSES.

1. To go on duty at 7.30 p.m., and leave at 8 a.m., noting first that the Superintendent of Day Nurses is at her post.

2. To obey the orders of the Medical Superintendent and of the Matron acting under his authority.

3. To visit the Wards constantly, and satisfy herself that the Patients are carefully and well attended to; to record the hours she visited the Wards with the time occupied by each visit, and to report in writing to the Medical Superintendent, in a book to be kept for the purpose, any neglect, carelessness, or unkindness exhibited by any Nurse. Should she find any Nurse sleeping during the hours of duty to make a special report to the Medical Superintendent. To report to the Medical Superintendent any complaints made by the Patients.

4. To superintend the distribution of stimulants, &c., for Patients during the night.

5. To superintend the admission of Patients, and to see that they are taken to the Wards as directed by the Medical Superintendent or Assistant Medical Officer.

\* *Vide* Regulations No. 15 and 16, page 23.



6. To see that a list of the property found upon each Patient is entered in a book to be provided for the purpose ; the clothing, with counterfoil list pinned to it, being sent to the Disinfecting Room, and money, jewellery, and other articles of value being handed over to the Steward, who will give a receipt for the same.

7. To leave her Report Book with the Medical Superintendent when she comes off duty.

8. In every case of death, to superintend the washing, laying out, and shrouding of the corpse, to give orders for its removal to the mortuary ; and to hand over to the Steward the first thing in the morning the "Bed Card," with the time of death correctly registered thereon, and also any stimulants which may have been left.

9. To see that all soiled and dirty linen be set aside and sent to the Patients' Laundry at the earliest possible opportunity.

10. To see that the gas is turned off at daybreak, and that there is no unnecessary burning of gas during the night.

11. To preside at the meals of the Night Nurses.

12. The Superintendent of Night Nurses shall, as a rule, be accorded leave of absence daily from 8.30 o'clock a.m. till 10.30 o'clock a.m., and one day's holiday and the following night off duty every month.\*

13. Annual leave—not less than fourteen days.

\* *Vide Regulations No. 17 and 18, page 23.*

## WARD DAY NURSE.

1. To go on duty at 7 a.m. precisely, and leave at 8 p.m., noting first that the Night Nurse is at her post, and giving her the fullest particulars and information with regard to the Patients.

2. To obey the directions of the Medical Superintendent, and of the Matron and Superintendent of Day Nurses acting under his authority.

3. To see that the Wards are ready for the morning visit of the Medical Superintendent.

4. To control the Assistant Nurse and Ward Servant, and to see that they perform their respective duties, and to report to the Medical Superintendent, or, in his absence, to the Assistant Medical Officer, any neglect of duty.

5. To control the Patients under her charge, and to report to the Medical Superintendent, or, in his absence, to the Assistant Medical Officer, any complaint or any act of insubordination on the part of any Patient under her charge.

6. To see that all poisons and deleterious compounds are kept under lock and key; the key to be handed over by the Nurse going off duty to the Nurse coming on duty.

7. Save in cases of emergency, not to leave the Ward during the hours of duty, without the special permission of the Medical Superintendent, except at meal times, and then only if there be an Assistant Nurse left in charge.

8. To see that the Meals are served to the Patients at such hours as the Medical Superintendent may direct.

9. To call the attention of the Medical Superintendent to any deficiency in the quantity, defect in the quality, or imperfection in the cooking of the food supplied to the Patients.

10. To direct the attention of the Medical Superintendent, or, in his absence, the Assistant Medical Officer, to anything which may have escaped his notice with regard to any of the Patients under her charge, and to request his advice in reference to any matter concerning the Patients, or the management of the Ward, about which she may be in doubt.

11. To administer to the Patients the nourishment and stimulants ordered by the Medical Superintendent, and to be responsible that the same are not misapplied; to carry out the Medical Superintendent's directions with regard to the treatment of the Patients, and the ventilating, heating, and management of the Ward, and the bath rooms and closets attached thereto.

12. To see that every Patient on admission is supplied with suitable nourishment.

13. Except in cases of emergency, not to enter any Ward but that in which her duties are to be performed.

14. To make out daily, as directed by the Medical Superintendent, a statement of the diets and extras in the Ward, and to give the same to the Superintendent Nurse to forward to the Steward after it has been countersigned by the Medical Superintendent.



15. To inform the Medical Superintendent and the Steward of any defect in the latrines or baths, any escape of gas or water, or the breakage of furniture or utensils, or of any damage done to the Ward.

16. To report to the Superintendent Nurse the death or sudden illness of any patient, and to see that no dying Patient is left unattended.

17. To be responsible for the orderly behaviour of the Patients and the general cleanliness and tidiness of the Wards; she will also be held responsible for any negligent waste of provisions, or for damage done to the furniture or fittings of the Wards.

18. To make a written report before going off duty as to the state of the Patients dangerously ill. The points to be noted in such report are the following:—

Whether the Patient has been quiet or restless; the presence or absence of delirium; the amount of sleep obtained; the state of the bowels, whether loose or otherwise; the state of the urine, if passed in large or small quantities, and any unusual appearance, particularly hæmorrhage, in either the vomit, stools, or urine; whether the patient has taken nourishment well or indifferently; the effect of any medicine which may have been administered; and any unusual symptom which may accompany the disease.

19. To be careful that all dust, rags, and combustible refuse of any kind from the wards are burnt, and not thrown into the dust-holes.

20. To retire to her bedroom at 10 o'clock p.m., and to put out the gas and go to bed at 10.30.

21. Day Nurses shall, as a rule, be accorded leave of absence daily from 8 o'clock p.m. to 10 o'clock p.m., and not less than one day's holiday every month.\*

22. Annual leave of absence—not less than 14 days.

### WARD NIGHT NURSE.

1. To go on duty at 7.30 p.m. and leave at 8 a.m., noting first that the Day Nurse is at her post, and giving her the fullest information with regard to the Patients.

2. To obey the directions of the Medical Superintendent, and of the Matron and Superintendent of Night Nurses acting under his authority.

3. To control the Patients under her charge, and to report to the Medical Superintendent, or, in his absence, to the Assistant Medical Officer, any complaint or any act of insubordination on the part of any Patient under her charge.

4. To see that all poisons and deleterious compounds are kept in a cupboard under lock and key; the key to be handed over by the Nurse going off duty to the Nurse coming on duty.

5. Save in cases of emergency, not to leave the Ward during her hours of duty without the special permission of the Medical Superintendent, or with the knowledge of the Superintendent of Night Nurses.

\* *Vide* Regulations No. 17 and 18, on page 23.



6. To obtain the advice of the Medical Superintendent in reference to any matter concerning the Patients, or the management of the Ward, about which she may be in doubt.

7. To administer to the Patients the nourishment and stimulants ordered by the Medical Superintendent, and to be responsible that the same are not misapplied ; to carry out the Medical Superintendent's directions with regard to the treatment of the Patients, and the ventilation, heating, and management of the Wards, and the bath rooms and closets attached thereto.

8. To see that every Patient on admission is supplied with suitable nourishment.

9. To report to the Superintendent of Night Nurses the death or sudden illness of any Patient, and to see that no dying Patient is left unattended.

10. To retire to bed before noon.

11. To be careful that all dust, rags, and combustible refuse of any kind from the wards are burnt, and not thrown into the dust-hole.

12. Night Nurses shall, as a rule, be accorded leave of absence daily from 9 o'clock a.m. to 11.30 o'clock a.m., and in addition a day's holiday and the following night off duty every month.\*

13. Annual leave of absence—not less than 14 days.

### RECEIVING NURSE.

1. To go on duty at 8 a.m., and leave at 10 p.m.

\* *Vide* Regulations No. 17 and 18 on page 23.

2. To obey the directions of the Medical Superintendent, and of the Matron and Superintendent of Nurses acting under his authority.

3. To be present at the reception of all Patients, and to assist in their removal to the Wards.

4. To assist the Superintendent of Nurses in taking a list of the Patients' property on admission.

5. To provide visitors to Patients dangerously ill with wrappers; to see that they perform all the necessary ablutions, and generally to assist the Superintendents of Day and Night Nurses in the performance of their duties.

6. The Receiving Nurse will be accorded leave of absence as often as may be convenient, and not less than a day's holiday every month.

7. Annual leave—not less than 10 days.

### ASSISTANT NURSES.

1. To go on duty at 7 a.m. precisely, and leave at 8 p.m.

2. To obey the directions of the Medical Superintendent, and of the Matron, Superintendent of Nurses, and Ward Nurse, acting under his authority.

3. Without special permission, not to leave the Ward during the hours of duty, nor to enter any Ward but that in which her duties are to be performed.

4. Assisted by the Ward Servant, to remove the soiled and dirty linen to the Patients' Laundry.

5. To retire to her bedroom at 10 o'clock p.m., and to put out the gas and go to bed at 10.30.

6. Assistant Nurses will, as a rule, be accorded leave of absence every evening, from 8 o'clock p.m. to 10 o'clock p.m., and not less than a day's holiday every month.\*

7. Annual leave—not less than 10 days.

### WARD SERVANTS.

1. To go on duty at 7 a.m. precisely, and leave when their work is done.

2. To act under the Ward Nurse, subject to the control of the Medical Superintendent, and of the Matron and Superintendent of Nurses acting under his authority.

3. To do whatever scrubbing and cleaning is necessary in the Wards and corridors; and to afford every help to the Ward Nurse and Assistant Nurse in the discharge of their duties.

4. To aid the Assistant Nurse in the removal of soiled and dirty linen to the Patients' Laundry.

5. To retire to her bedroom at 10 o'clock p.m., and to put out the gas and go to bed at 10.30.

\* *Vide* Regulations No. 17 and 18 on page 23.



6. Ward Servants shall, as a rule, be accorded leave of absence thrice weekly, from 8 o'clock p.m. to 10 p.m., and in addition a day's holiday every month.\*

7. Annual leave—10 days.

### DUTIES OF THE COOK.

1. To go on duty at 7.0 a.m., and leave at 8.0 p.m., unless otherwise directed by the Steward or Matron.

2. To carefully cook and prepare the food of the Staff as directed by the Steward or Matron, and of the Patients as directed by the Medical Superintendent.

3. To call the attention of the Steward or Matron to any deficiency in the quantity or defect in the quality of the food supplied.

4. Subject to the direction of the Steward or Matron, to control the Kitchen-maids, and see that they efficiently perform their respective duties.

5. To obey the orders of the Steward and Matron, and to report any neglect of duty or act of insubordination on the part of the Kitchen-maids.

6. To allow no misappropriation of provisions or stores of any kind.

7. To retire to her bedroom at 10 o'clock p.m., and to put out the gas and go to bed at 10.30.

\* *Vide* Regulations No. 17 and 18 on page 23.

8. Save under exceptional circumstances, the Cook will be accorded leave of absence daily, from 8 p.m. till 10 p.m., and in addition a day's holiday every month.

2. Annual leave—not less than 10 days.

### DUTIES OF THE KITCHENMAIDS.

1. To go on duty at 6.15 a.m., and leave at 8 p.m.

2. To assist the Cook in the performance of her duties.

3. To obey the directions of the Steward or Matron, and of the Cook acting under their authority.

4. To retire to their bedrooms at 10 p.m., and to put out the gas and go to bed at 10.30 p.m.

5. The Kitchen-maids will be accorded leave of absence thrice weekly, from 8 p.m. till 10 p.m., and in addition a day's holiday every month.

6. Annual leave—10 days.

### DUTIES OF THE LAUNDRY SUPERINTENDENT.

1. To go on duty at 7.0 a.m., and leave at 7.0 p.m., unless otherwise directed by the Matron.

2. To hand over the keys of the Laundry to the Matron every evening, and to receive them from her every morning.

3. To obey the directions of the Matron, and to report to her any neglect of duty or act of insubordination on the part of the Laundrywomen.

4. To control the Laundrywomen, and see that they efficiently perform their respective duties.

5. To see that all articles are placed in the disinfecting tanks separately, and not in bundles.

6. To allow no misappropriation of stores of any kind.

7. To report to the Steward and Matron any defect in the Laundry Machinery or Washing Apparatus.

8. To retire to her bedroom at 10 o'clock p.m., and to put out the gas and go to bed at 10.30 p.m.

9. Save under exceptional circumstances, the Laundry Superintendent will be accorded leave of absence thrice weekly, from 7 o'clock p.m. to 10 p.m., and in addition a day's holiday every Sunday from 10 a.m. till 10 p.m.

10. Annual leave—10 days.

## DUTIES OF THE LAUNDRYWOMAN.

1. To go on duty at 7 a.m., and to leave at 7 p.m., unless otherwise directed by the Matron or Laundry Superintendent.

2. To assist the Laundry Superintendent in the discharge of her duties.

3. To obey the directions of the Matron, and of the Laundry Superintendent acting under her authority.

4. To retire to her bedroom at 10 o'clock p.m., and to put out the gas and go to bed at 10.30.



5. Save under exceptional circumstances, the Laundry-woman will be accorded leave of absence twice weekly, from 7 p.m. to 10 p.m., and in addition a day's holiday every Sunday from 10 a.m. till 10 p.m.

6. Annual leave—10 days.

### DUTIES OF THE HOUSE SERVANT.

1. To go on duty at 6.30 a.m.

2. To obey the orders of the Medical Superintendent, Steward, and Matron, and to perform efficiently the several duties allotted to her.

3. To retire to her bedroom at 10 p.m., and to put out the gas and go to bed at 10.30 p.m., unless otherwise directed by the superior officer.

4. Save under exceptional circumstances, the House Servant will be accorded leave of absence twice weekly, from 6 o'clock p.m. till 10 p.m., and not less than one day's holiday every month.

5. Annual leave—10 days.

### DUTIES OF THE ENGINEER.

1. To go on duty at 6.30 a.m.

2. To obey the orders of the Medical Superintendent and Steward, and to perform efficiently the several duties allotted to him.

3. To be responsible for the good condition of the boilers and machinery entrusted to his care, and to report to the Steward any defect in the same.

4. To control the Stokers, and see that they efficiently perform their duties.

5. To see that the arrangements made for the heating of the Wards and Corridors are satisfactory, and to superintend the execution of all repairs required in connection with the gas and water service.

6. When resident to retire to his bedroom at 10 o'clock p.m., and to put out the gas and go to bed at 10.30 p.m., unless otherwise directed by the Medical Superintendent or Steward.

7. Save under exceptional circumstances, the Engineer will be accorded leave of absence twice weekly, from 6 o'clock p.m. to 10 p.m., and, in addition, not less than a day's holiday every month.

8. Annual leave—not less than 10 days.

### DUTIES OF THE STOKER.

1. To go on duty at  $\begin{cases} 6.30 \text{ a.m., Day Stoker.} \\ 7.0 \text{ p.m., Night do.} \end{cases}$

2. To obey the orders of the Steward and Engineer, and to perform efficiently the several duties allotted to him.

3. The Day Stoker is to assist the Engineer in the performance of his duties, and to act in that officer's absence.

4. The Night Stoker is to be responsible for the safe condition of the boilers and machinery during the night.

6. To retire to rest at  $\left\{ \begin{array}{l} 10 \text{ o'clock p.m., Day Stoker,} \\ 10.30 \text{ a.m. Night do.} \end{array} \right\}$   
unless otherwise directed.

7. Save under exceptional circumstances, the Stoker will be accorded leave of absence for four hours twice weekly, and, in addition, a day's holiday every month.

8. Annual leave—10 days.

### DUTIES OF THE STORES PORTER.

1. To go on duty at 6.30 a.m.

2. To obey the orders of the Medical Superintendent and Steward, and to perform efficiently the several duties allotted to him.

3. The Stores Porter is not personally to receive Stores of any kind, except when the Steward is absent from the Hospital premises.

4. All articles of furniture, brushes, bedding, linen, &c., are to be marked with the initials of the Hospital before being issued.

5. To be responsible to the Steward for the good condition and safety of the various stores, as well as for the cleanliness and order of the store rooms.



6. To retire to his bedroom at 10 o'clock p.m., and to put out the gas and go to bed at 10.30 p.m.

7. Save under exceptional circumstances, the Stores Porter will be accorded leave of absence thrice weekly, from 6 p.m. till 10 p.m., and, in addition, not less than a day's holiday every month.

8. Annual leave—not less than 10 days.

### DUTIES OF THE GENERAL PORTER.

1. To go on duty at 6.30 a.m.

2. To obey the Orders of the Medical Superintendent and Steward, and to perform efficiently the several duties allotted to him.

3. To assist in the removal of Patients from the Ambulances to the receiving rooms, and to disinfect each Ambulance under the direction of the Medical Superintendent.

4. To assist in the removal of corpses from the Ward to the Mortuary.

5. To retire to his bedroom at 10 o'clock p.m., and to put out the gas and go to bed at 10.30 p.m.

6. Save under exceptional circumstances, the General Porter will be accorded leave of absence twice weekly, from 6 o'clock p.m. till 10 p.m., and in addition, a day's holiday every month.

7. Annual leave—10 days.

## DUTIES OF THE GATE PORTER.

1. To keep the gates, and to prevent any person not being a Principal Officer of the Hospital, or a visitor to a Principal Officer, or an Officer of the Board of Management, an Inspector of the Local Government Board, a Minister of religion, or any other person authorised by law, or by the Local Government Board, or Board of Management, from entering into or going out of the Hospital without the written leave of the Medical Superintendent, or of the Steward or Matron acting under his authority.

2. To keep a book, to be supplied by the Board of Management, in which he shall enter the name of every officer and the name and business of every other person who shall go into or out of the Hospital, together with the time when such officer or other person shall go in or out.

3. To receive, and give to the Medical Superintendent immediate notice of, every pauper who is presented for admission.

4. To examine all parcels and goods, other than those addressed to any of the Principal Officers, before they are received into the Hospital, and to prevent the admission of any articles contrary to any of the Regulations in force for the government of the Hospital, or otherwise contrary to law.

5. To require any person entering the Hospital, whom he may suspect of having possession of any prohibited articles, to satisfy him to the contrary before he permits such person to enter, and in the case of any female, to give information

to the Matron, in order that, if necessary, such female may be searched.

6. To examine all parcels taken out of the Hospital, by any person not being an officer of the Hospital, or not provided with a note in writing from the Medical Superintendent, or the Steward or Matron acting under his authority, and to prevent the unauthorised removal of any article.

7. To assist the Medical Superintendent, Steward, and Matron in preserving order, and in securing a due observance of the regulations prescribed for the government of the Hospital and its inmates.

8. To obey and act generally under the directions of the Medical Superintendent, or of the Steward or Matron acting under his authority, in accordance with and subject to the control and orders of the Board of Management or the Hospital Committee.

9. Not to allow any Male or Female Subordinate Officer to pass the gates in the uniform or dress worn in the Hospital.

10. Not to pass in any comforts for Patients unless the permission of the Medical Superintendent is first obtained.

11. Not to permit spirits, wine, or intoxicating liquors of any kind to be brought into the Hospital by Subordinate Officials or Visitors to Patients.

12. To understand that, unless a Patient's name is entered in the Visiting Book as being in a dangerous condition, he or she is progressing favourably.



13. Should a Visitor desire to speak to the Medical Superintendent respecting a Patient's condition, or for any other purpose, to send and acquaint the Medical Superintendent of the fact.

14. The Contractors are not to employ in the delivery of stores at the Hospitals any person who is not certified by the Medical Superintendent of the Hospital as having been efficiently vaccinated or revaccinated. The Gate Porter will see that the conditions of this Resolution are complied with.

15. At Hospitals where both Day and Night Gate Porters are engaged, the Day Gate Porter will go on duty at 10 o'clock a.m., and leave at 10 o'clock p.m.; and the Night Gate Porter at 10 p.m., and leave at 10 a.m.

16. The Gate Porter will be accorded leave of absence twice weekly, from 6 o'clock p.m. to 10.30 o'clock p.m., in cases where there may be a Night or other Porter to take his place; and on alternate Sundays from 2 to 10 p.m.

17. Annual leave—not less than 10 days.

### GENERAL REGULATIONS.

1. During the absence of the Medical Superintendent all powers ordinarily exercised by him shall be vested in the Assistant Medical Officer.

2. Superintendents of Nurses, Nurses, Assistant Nurses, and Ward Servants will, when on duty, be under the control of the Medical Superintendent, and when off duty, under that of the Matron.

3. The Male Subordinate Officials will be under the control of the Medical Superintendent, and of the Steward acting under his authority.

4. Passes to Superintendents of Nurses, Nurses, Assistant Nurses, and Ward Servants, will be signed by the Matron and initialed by the Medical Superintendent; passes to other Female Subordinate Officials will be signed by the Matron; and (except when otherwise directed by the Medical Superintendent) passes to Male Subordinate Officials by the Steward.

5. All Subordinate Officials on leave are to return punctually to the Hospital, and if any Officer is late, the Steward or Matron may stop his or her leave on the next occasion, reporting thereon to the Medical Superintendent and to the Committee at their next Meeting.

6. No Officer will be confirmed in his or her appointment until he or she has satisfactorily completed a probationary period of three months.

7. Patients will be discharged at such time as the Medical Superintendent may direct, and friends will wait for them in the room at the Entrance Gate, or elsewhere as they may be directed.

8. All extras will, except in cases of emergency, be supplied in quantities for twenty-four hours.

9. Medicine bottles requiring re-filling are to be brought to the Surgery immediately after the visit of the Medical Officer. Empty medicine bottles are to be left on the Surgery hatchway ledge.

10. Articles for the disinfecting tanks are to be placed therein singly, and not in bundles.

11. In warm weather all the *Day Room* windows are to be left open during the *night*.

12. Convalescent Patients will go to bed and will rise at such hours as the Medical Superintendent may direct.

13. Every Officer will be expected to observe a proper decorum at all times.

14. Convalescent Patients not attending divine service, but remaining in the Wards, will observe a respectful demeanour.

15. No Patient is permitted under any pretence whatever to enter the sitting room of any Nurse.

16. No Member of the Staff is permitted to leave the Hospital premises without having first entirely changed his or her wearing apparel.

17. In order that the Nurses and other officials employed in connection with the treatment of Patients may have the full benefit of the leave of absence accorded them, arrangements will, when practicable, be made whereby such Nurses, &c., will be permitted to leave the Ward half-an-hour before leave commences, for the purpose of entirely changing their wearing apparel, and, if possible, taking a bath.

18. Under special circumstances, and should the condition of the patients allow of it, the hours of leave from 8 to 10 p.m., may be changed to from 3 to 5 p.m., at the discretion of the Medical Superintendent or Matron.



19. Any Officer who may be deemed guilty of unseemly conduct, insubordination, or unkindness to the Patients, will be liable to immediate suspension by the Medical Superintendent, who will report the facts of such suspension to the Committee at their next Meeting.

20. The Female Subordinate Officials, save those on night duty, will take their meals at the following hours :—

	1st Mess.	2nd Mess.
Breakfast	6.30 a.m.	7.30 a.m.
Dinner	12.0 noon	12.30 p.m.
Tea	5. 0 p.m.	
Supper	8.30 p.m.	9. 0 p.m.

and the Male Subordinate Officials will mess at the under-mentioned times :—

Breakfast	7.30 a.m.
Dinner	1. 0 p.m.
Tea	5.30 p.m.
Supper	9. 0 p.m.

---

A copy of these Regulations is to be handed to each Official upon his or her appointment.

## APPENDIX.

---

---

REGULATIONS FOR THE VISITING OF  
PATIENTS.

---

*(Adopted by the Managers at their Meeting on the  
15th December, 1877.)*

---

*Resolved—*

1. That the visiting of Patients be limited to the nearest relatives and intimate friends of Patients dangerously ill; that one visitor be allowed daily to each of such Patients; that such visits be made only with the permission of the Medical Superintendent, and be in general limited in duration to a quarter of an hour; but that in urgent and special cases, the Medical Superintendent be empowered to increase the number of visitors to two, and to extend the duration of the visit.

2. That notice be sent by the Steward to the nearest known relatives or intimate friends of Patients dangerously ill, with an intimation that they may be visited; and that such notice be accompanied by copy of the regulations under which such visit can be made.

3. That a list of Patients dangerously ill be sent daily by the Medical Superintendent to the gate porter, to enable him to answer inquiries, and to prevent Visitors to Patients other than those dangerously ill.

4. That visitors be warned that they run great risk in entering the Hospitals. That they be advised not to go into the wards of the Smallpox Hospitals without having been properly re-vaccinated, and if they reside where the case visited occurred, that they be requested to urge the remainder of the occupiers of such house to call at once on the public Vaccinator (whose address can be obtained from any of the Parish Officers) for the purpose of being vaccinated.

5. That visitors be further advised—(a) not to enter the wards in any of the Hospitals when in a weak state of health or in an exhausted condition; (b) to partake of a good meal before entering the Hospitals; (c) to carefully avoid touching the Patient, or exposing themselves to his breath, or to the emanations from his skin; (d) not to sit on the bed or handle the bed clothes, but to sit on a chair by the bed-side at some little distance from the Patient.

6. That visitors be required to wear a wrapper (to be provided by the Managers) to cover their dress when in the wards, and to wash their hands and faces with carbolic soap and water before leaving the Hospital, or to use some other mode of disinfection at the discretion of the Medical Superintendent.

7. That visitors be strongly urged not to enter any omnibus, tram-car, or other public conveyance, immediately after leaving the Hospitals.

*It was further Resolved—*

That the foregoing regulations be embodied in a hand-bill to be given by the gate porter at each Hospital to every visitor to Patients, and to every other person who may apply for information respecting the condition of Patients.



## NOTICE.

---

No alterations or modifications in any of the Regulations embodied in this Manual are to be made without the formal sanction of the Managers.

